

## **MVAC MINUTES – MARCH 10, 2004**

The MVAC meeting was held on March 10, 2004 at the Division of Wildlife. Scott Madsen started the meeting at 9:03 am.

In Attendance: Roger Friedrich – DOHS, Phil Dinan – DOR Gaming, Rob Archer – DOAG, Mercedes Schwall – DONR Parks, Jim Anderson – DOHE CU HSC, Bill Taylor – DPA/DCS, Michael Stadler – DOHE UNC, Mary Anne Kramer – CBI, Doug Boettcher – CDOT, Jim Kirby – DOR Lottery, Gene Stroh – DOHE CSU, Sharron Evans DOHE Pikes Peak, Karen Griggs – CSP, Ronni Hunter – DOR Gaming, Bryan Flansburg – DOHE CU Boulder, Patti Hughes – DOHE CU Boulder, Patti Torres – DOLE, Cher Threlkeld – DOW, Grant Hammett – DORA, Kyle Shelton – CSP, Tammie Petrone – DONR Water Conservation Board, Ray Nelson – DPA DOIT, Dave Monson – DOC, representing State Fleet – Scott Madsen, Larry Wegrzyn, Terry Sisneros, Bob Schley, Sonny Otero, Adam Hiatt and Ken Hausauer.

### **Updates**

- **FY05 Rates** – SFM hopes to send the rates out electronically the week of March 15, 2004.
- **Fleet Related Rules** – SFM asked if there were any suggestions on rule changes. The following were briefly discussed:
  - Rules regarding purchasing only regular unleaded, no premium. Some vehicles run better on mid-grade fuel. The rule also says to follow manufacturers suggestion on fuel. Could be worded better.
  - 12,6000 miles versus utilization codes. Statute update pending.
  - Take actual mileage reference out for utilization and replacements.

**Please take a look at the Rules and send any other suggestions to SFM:**

<http://www.state.co.us/dpa/cen/rules/>

SFM would like rules to reflect the intentions of statute with detail while remaining as flexible as possible to accommodate unusual circumstances.

- **5% Mileage Reduction** – results are improving; now down to 3.35% year over year.
- **Monitor Commuting** – The Web Advisory Committee will discuss what is the best way to get information on commuting reporting. Currently CARS can only be used internally to change commuting. SFM would like to facilitate commuting change requests and reporting in CARS via desktop and Web interfaces. Previously commuting could only be looked up by Department. We need to be able to drill down to Division and Section. The Vehicle Coordinators Handbook says the Vehicle Coordinator is responsible for managing commuting files. SFM will also keep records. **Let SFM know if commuting forms are not up to date so we can assist in updating records.**

- **Monitor/Compliance Utilization** – SFM will do a monthly distribution showing what percent of total vehicles are in each utilization code. Larry will demo this in April 2004. No suggestions or recommendations made. **Now is the time to start pulling your utilization reports so that potentially underutilized vehicles can be identified reassigned or otherwise corrected as necessary.**
- **Permanent Plates** – Some agencies have received Registration Violations for parking. This issue has been followed up with the Parking Administration. DOR suggests keeping a copy of the letter sent out by DOR regarding permanent plates (Senate Bill 03-272) in each vehicle. DOR has notified all municipalities and law enforcement agencies of the Senate Bill change. DOR suggests agencies verify tabs are removed from plates if the vehicle has a permanent registration. If the tabs are not removed the driver may receive a violation for “Improper Display”. SFM will send out a distribution regarding registration/permanent plate procedures. One suggestion was to make signs that the vehicle is a State vehicle with permanent plates that can be placed on the dash. Scott would like to wait and see if these issues on permanent plates work themselves out with time.

### **Presentation – Bob Schley and Sonny Otero**

Maintenance/Repair Authorizations

Upcoming Subject Suggestions

- Certificate of Participation (COP)
- Budget Reconciliation
- Identify Replacements Methodology
- Vehicle Care and Evaluations for Employees
- Manage Inventory – evaluations, reassignments and disposal
- Insurance – Governmental Immunity Act
- Risk Management
- How Auctions are Done Through EBay

Scott would like to have presentations by Vehicle Coordinators put back into place. These presentations give everyone a chance to learn about the different functions of other departments. A sign up sheet will be passed around at the April 2004 MVAC meeting.

### **Web Update**

- Fuel Card Requests – Ready, under Change Requests
- Odometer History – Ready, under Odometers
  - SFM will be phasing out paper copies of reported odometer readings, to the extent possible.
  - Larry made the suggestions to change the heading “Insurance” to “Accident Fund.”

- DOHS suggested being able to get a year total for odometer readings. Creating a larger date range than a month would slow the system down.
- Work Order Search Detail – not implemented. Problem that results in report taking far too long to display. Adam will rewrite in a new language.
- Navigation for MyFleet Web Interface has been modified. Demonstrated.

### **Committees/Discussion**

- Web Advisory - After meeting.
- Undercover Vehicles – discuss options and expenses of rotating undercover vehicles. SFM needs facts on undercover vehicle solutions to take back to the OSPB. Need to put a case together if this is not workable without replacements. OSPB is not approving undercover vehicle replacements as specified in the agreement. Commercial leasing for undercover vehicles. Nothing has been done yet. This will be covered in the committee meeting. An IFB for used vehicle vendors has been submitted. Ron Clatterbuck is updating the Commercial Lease bid. The Undercover Vehicle committee will be Ronni Hunter, Kyle Shelton, Mary Anne Kramer, Cher Threlkeld, Jim Kirby and Phil Dinan.
- Rules – submit rule changes and ideas by the end of March 2004 for the April submittal. No committee will be set up.

### **Replacements**

The proposal to replace 767 vehicles in FY05 is going well. JBC Staff has cut approximately 5 to 10 vehicles from this list. SFM has requested that JBC provide the final list ASAP so it can be distributed.

The meeting was adjourned at 11:02 am.

The next meeting will be April 14, 2004 at 9:00 am. The meeting will be held at the Division of Wildlife, Big Horn Room, 6060 Broadway.